



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: May 4, 1995

SUBJECT: Draft Special Events Policy

Since last summer a cross-functional team of Parks and Recreation Department staff has been working to draft a special events policy which could apply to all park land. The impetus for such a policy was a growing number of complaints at a number of locations regarding timing of events, sound intrusion into the neighborhoods, and traffic and parking problems. In addition, there were a number of internal management issues that needed to be addressed.

The team met weekly and then held three focus group meetings. In addition, various team members met individually with persons unable to attend the focus group meetings. The focus group meetings raised a number of questions which required further investigation, particularly sound monitoring and sound mitigation.

The attached policy with proposed curfew and sound limits is based on the current sound ordinance. However, the team recommends that the current sound ordinance be amended to set a limit of 80 decibels (not the current 85 decibels) on park land events. The current ordinance requires the decibel limit to be lowered to 80 decibels at 10:00 PM, and this lowering is noted by attendees. The monitoring the Department has done recently to test the impact on the Bouldin Creek neighborhood of an Auditorium Shores event indicates that reducing the decibel level to 80 decibels could significantly reduce the impact on that neighborhood. While the neighborhood may still be able to perceive some sound, the impact would be lessened.

The policy represents an attempt to compromise between neighborhood requests for no amplified sound events on park land and event organizer requests for later curfews and higher decibel limits. Many suggestions from both groups and from other staff members have been incorporated in this draft. It should be noted that this is still a draft and that further improvements are welcomed.

Please let me know if you need additional information.

Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:jh

SPECIAL EVENTS POLICY

INTRODUCTION

In 1988 and 1989 a group which included neighborhood representatives, Parks and Recreation Board members, event promoters, and Parks and Recreation Department staff met to draft a proposed special event policy. The group limited their focus to the Town Lake corridor. On December 7, 1989, the Special Events on Town Lake Policy was presented to the City Council. The report proposed many recommendations regarding events in the corridor; however, Council did not adopt the policy.

Because many of the recommendations would result in better management of special events on park land, the Parks and Recreation Department has implemented most of the recommendations since that time. Even with the changes, special events on park land have continued to result in complaints. In the past few years, the Department has received complaints about events in other parts of the city as well. As a result in July of 1994, the Department established a cross-functional team to look at the previous report and develop a policy for all park land, not just Town Lake.

The cross-functional team has been meeting weekly to analyze the full range of special events that occur on park land, from a company picnic or family reunion to a multi-day event like Aqua Festival. The types of events, the level of facilitation provided by the Department, and the types of fund-raisers were looked at to determine correlation between fees charged and services provided by the Department for the different categories of events. The issues raised ranged from internal management issues, i.e. whether the Department or the event sponsor will make arrangements for portable toilets, to the issues which involve external entities.

The team was particularly concerned that the policy allow the Department more consistent management of special events. Currently, organizers of historic events may have different expectations than organizers of new events. In addition, events at different locations may have different requirements to meet. The issues of impact on the park land and on the Department's staff were also important. The Department is committed to protection of its resources, physical and human.

The team's analysis also revealed key issues which needed input from external customer groups:

- timing of events,
- noise levels, and

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- traffic impact on the surrounding area.

From the outset, the team's schedule included participation in development of the special events policy for all park land by outside customer groups, including sponsoring organizations, neighborhood organizations, event promoters, and event attendees. As a result, three focus group meetings were held to gain additional input. The draft policy which follows reflects the information gained. The Department's recommendations incorporate many but not all of the suggestions from interested parties.

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Austin is exceptionally fortunate to have almost 15,000 acres of public land in over 186 parks. These parks are diverse in their size, facilities and the segments of the population they serve. This diversity is what makes the parks system one of the best in the nation.

The Parks and Recreation Department developed the following policy to better define the guidelines for approval of events, as well as the requirements made of each event for public, private or privately organized use of this public land for events.

Event Definition

Events include, but are not limited to, carnivals, festivals, concerts, theater, dance, company picnics, family reunions, weddings, run/walks, tournaments and any other activity where groups of citizens join to participate in a particular activity. These events are better defined by the degree of facilitation provided by the Department and by whether they are fund-raisers or not. The categories are listed below:

Level of Facilitation:

City Event (PARD): a public event which is totally implemented and promoted by the Parks and Recreation Department and which supports the mission of the Department.

City Event (non-PARD): a public event held on public park land which is implemented and promoted by another City of Austin Department.

Facilitated Event (PARD): a public event which supports the Department's mission and which is implemented and promoted by an officially recognized advisory or community group with the assistance of the Parks and Recreation Department. The Parks and Recreation Department is actively involved in planning for and executing the event. A list of facilitated events will be prepared prior to the fiscal year start on October 1. Groups wishing to hold an event in this category must apply in writing to the Director for approval prior to October 1 of the fiscal year in which the event will be held.

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Rental Event (non-PARD): a public or private event which is totally implemented and promoted by a private individual or organization.

Funds Raised:

No Funds Raised- a public or private event where no funds are raised.

Non-Profit (100%) - a public event that raises funds for a charitable cause, where 100% of the funds raised support a 501(c)(3) organization as defined by the Internal Revenue Service.

Non-Profit (1% - 99%) - a public event that raises funds for a cause, where 1% to 99% of the funds raised support a non-profit organization [defined by the Internal Revenue Service as other than 501(c)(3)].

Commercial- a public or private event where funds are raised for profit or for support of the event.

All individuals or organizations wishing to hold a special event on park land will be categorized according to the above definitions so that the Department will be able to assess the appropriate fees and direct costs (see Attachment A).

PROPOSED POLICIES REGARDING SPECIAL EVENTS:

Locations (venues) for Special Events:

Preferred locations for special events will be metropolitan and district parks (see Attachment B). Limited special events such as Recreation Center carnivals or summer playground events will be allowed at neighborhood parks.

If a park is not a reservable site, event organizers of any event over 500 attendees must notify the existing neighborhood organizations adjacent to the park after receiving tentative approval from the Parks and Recreation Department. There will be a one-page form to be filled out (see Attachment D).

Curfew and sound policies:

The Department requires all special events which have amplified sound or which involve 500 or more participants to follow the policies or procedures listed below:

1. All events with amplified sound must specify in their event agreements and agreements with performers the time period and decibel limits for amplified sound.
2. Efforts to minimize the impact of amplified sound on surrounding neighborhoods and businesses must be undertaken, e.g. placement of stage and direction of speakers.
3. For events with amplified sound, an independent monitor is required. All sound will be measured on the "A scale slow" and set for decibel levels at peak not mean. The device used should allow for recording decibel levels throughout the event or a log with entries every fifteen minutes noting decibel level, location, time, and weather conditions must be kept. The fee for an independent monitor will be paid by the event organizer. Failure to keep the peak sound levels at or below the required decibel level will result in revocation of the sound permit and cancellation of the event.
4. Sound monitoring will be accomplished at 100 feet from the amplification device or the property line, whichever is more appropriate. The locations will be specified in the event contract and be approved by PARD.
5. No waivers will be given for curfew or sound extensions without notification of affected neighborhood organizations.
6. Notification of affected neighborhoods is required in advance of upcoming events. It is the responsibility of the organizer of the special event for events with over 500 estimated attendance to post signs in the park area to notify neighbors of upcoming event. In addition, the Parks and Recreation Department's Reservations Office will notify affected neighborhood organizations by mail of events with reservations in Zilker Park and on Auditorium Shores on a semi-annual basis.

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7. Sound levels are restricted from 10:00 AM to 8:00 PM to 85 decibels; from 8:00 PM to event curfew at 80 decibels.
8. Events without amplified sound may receive 1 hour curfew extensions on Sunday through Thursday and 2 hour curfew extensions Friday through Saturday.
9. Events with amplified sound may not receive curfew extensions for amplified sound but may receive curfew extensions similar to unamplified sound to extend the event time without amplified sound.
10. Event curfews will be 10:00 PM Sunday through Thursday; 12:00 Midnight on Friday and Saturday. Events held for the first time will have an 11:00 PM curfew Friday through Saturday. Event curfews are compatible with teen curfews. Events held in areas with stricter teen curfews (Sixth Street and Fourth Street West of Congress and Dove Springs) must abide by the curfew of the area. Weekday holidays and specified traditional cultural events follow the Saturday pattern. Traditional events at the Zilker Hillside Theatre would follow the Saturday pattern. Current teen curfews are 11:30 PM Sunday through Thursday; 12:30 PM Friday-Saturday.

Chart of Curfew & Sound Levels

Day of Week	Curfew w/Sound	Curfew w/o Sound	Sound levels
Sunday-Thursday	10:00 PM	10:00 PM	85 decibels till 10:00 PM
Friday-Saturday; Holidays	11:00 PM for first-time events; 12:00 Midnight for return events.	11:00 PM for first-time events; 12:00 Midnight for return events.	85 decibels till 10:00 PM; 80 decibels till curfew (11:00 PM or 12:00 Midnight)

All events must comply with the following requirements if applicable:

Traffic (including road closures and parking):

Road closures require advance notification of affected businesses, facilities, and neighborhoods, which is the responsibility of the organizer of the event.

All events which have over 500 estimated attendance or whose attendance will exceed available parking spaces must file a parking and traffic plan. Large events on Auditorium Shores and Zilker Soccer Fields will have special requirements to reduce neighborhood impact. Depending on expected attendance, there may be requirements to close streets into neighborhoods. Events in parks with limited parking must arrange for alternative parking and shuttles.

Events in neighborhood parks which will impact the neighborhood must have notification of neighborhood association of parking and traffic plans.

Security:

Two (2) bonded security officers or licensed peace officers or reserve law enforcement officers are required for each 500 estimated attendance.

Daytime events primarily for children may use a combination of bonded security officers, licensed peace officers, reserve law enforcement officers, and volunteers if communication equipment is provided volunteers to contact the official security force. Events are expected to comply with all relevant park rules and ordinances.

Emergency Medical Services:

All events must provide an EMS/First Aid Plan. Those events with an estimated attendance over 5,000 or which involve high risk activities are required to have at least one (1) First Aid station with a minimum of two (2) Emergency Medical Technicians (EMTs) at the station and a minimum of two (2) EMTs roving the crowd. Exceptions to this formula may be allowed for daytime children's events with volunteers provided with communication equipment in lieu of the roving EMTs.

Trash Collection/Recycling:

A solid waste plan is required for each event. Locations for trash collection must be approved by the Parks and Recreation Department Site or District Supervisor. A recycling plan is required for all events.

Alcoholic Beverage Consumption/Sales:

A Texas Alcoholic Beverage Commission Permit is required for sale of alcoholic beverages. For all events where a fee is paid by the drink or as part of admission fee or donation to gain admission to an event, proof of purchase of a liquor liability insurance policy in the amount of \$500,000 naming the City of Austin as an additional insured is required. A reasonable effort must be made to ensure that alcohol is not provided, sold, or served to an individual so obviously intoxicated as to present a danger to himself or others. Event organizers are encouraged to provide for a "safe ride home" service for intoxicated persons and to cease alcohol sales at least 1/2 hour prior to event end.

The City of Austin reserves the right to require designated servers, validation of proof of age to those being served, additional security, and other precautionary measures as to adequately protect citizens and public property. The City of Austin also reserves the right to refuse to rent to or allow alcohol consumption by groups or users who have demonstrated history of being careless or reckless in the serving or use of alcohol.

Electricity:

All requirements for City of Austin electrical staff must be coordinated with the Parks and Recreation Department Site or District Supervisor and noted on a map for submission no later than ten working days prior to scheduled event. Failure to meet this ten-day requirement will result in loss of electrical staff support. All electrical work other than by the City of Austin Electric Department must be completed by a certified electrician. A copy of the certification is required. Any violation of the City of Austin electrical codes will result in cancellation of the scheduled event.

Electric charges for work completed by City of Austin Electric Department staff in direct response to electrical requirements of the renter will be deducted from the renter's deposit. Any amount in excess of the deposit will be billed to the renter.

Fencing:

Fencing is required for events where there may be reason to control alcohol, glass, weapons, etc. into the park grounds. To limit the amount of time the public is prohibited from using the area, fencing should be

installed and removed as close to the actual event times as possible. Fencing needs to be removed to allow access within 48 hours after the event. Typically an event with approximately 3,000-5,000 participants may be required to install fencing.

Fireworks:

Events which incorporate fireworks are required to follow the Fire Marshall's Office regulations.

Grass Permit:

A grass permit is required for ALL vehicles to drive on park land. A limited number of permits will be issued per event.

Portable Toilets:

A minimum of two portable toilets per each 500 estimated in attendance are required. Three per each 500 for events with alcohol sales are recommended. Separate portable toilets are required for entertainers and food handlers. Ten percent (10 %) of portable toilets must be wheelchair accessible. The portable toilets must be in place prior to start of event, place and location designated by Parks and Recreation Department supervisor.

Inclement Weather Plan:

All events must submit an inclement weather plan, which will specify when and by whom events will be canceled for weather, etc.

Liability Insurance:

Liability insurance is required for all public events, particularly those with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission.

Limits on number and size of events at specific sites:

Due to the impact on the park land and on the surrounding neighborhoods, event days at Auditorium Shores will be limited to 21. Only currently held events will be allowed at Auditorium Shores. New events may replace an event which is no longer held. An annual lottery for available event days will be held if there are multiple requests for available days.

No events larger than group picnics will be allowed in Pease Park due to the lack of parking.

Any group planning an event at a non-reservable site, e.g. neighborhood association picnic, should notify the Department's Customer Service office in advance.

Amplified sound will be allowed only in designated areas of parks.

Permission for events:

Events held by PARD or PARD-facilitated events must have notification and sign-off from all affected divisions prior to holding events (see Attachment C).

Rental fees, especially for commercial events, should include expense refunds for venues (to ensure replacement of damaged or worn equipment, restoration of environment, etc.).

Special permits are required for events involving parades, parking on grass, hot air balloons, amusements, sale of food, fireworks, sound, and alcoholic beverages.

Failure to comply with special event policy and procedures may result in cancellation of the event.

Events which have occurred for three years and which have been in compliance with all special event policies and procedures can request annual event status. This status allows reservations for the event to be made a full year in advance.

Deposits for Events:

Should an event organizer violate park rules or City of Austin ordinances during the course of an event, the deposit paid for the event will be forfeit. In addition,

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the event organizer may be required to pay additional fines or penalties as determined by the City of Austin or the Court.

Special Event Policy Review:

The Department will conduct a review of the special event policy and relevant procedures at least once every five years.

With the construction of new event venues at Lake Walter E. Long and the stadium in Colorado River Park, there may be an opportunity to offer an extended curfew, particularly with minimal neighborhood impact at these locations.

Attachment A--FEES

	Rental Fee	Staff Time	Overhead	Materials/ Utilities	Vehicles
City Event (PARD)					
No funds raised	None	Straight Time	None	Full	None
Non-Profit (100%)	None	Straight Time	None	Full	None
Non-Profit (99%-1%)	None	Straight Time	None	Full	None
City Event (Non-PARD)					
No funds raised	None	Straight Time	None	Full	None
Non-Profit (100%)	None	Straight Time	None	Full	None
Non-Profit (99%-1%)	None	Straight Time	None	Full	None
Facilitated Event (PARD)					
No funds raised	None	Straight Time	Dept	Full	None
Non-Profit (100%)	None	Straight Time	Dept	Full	None
Non-Profit (99%-1%)	None	Straight Time	Dept	Full	None
Rental Event (Non-PARD)					
No funds raised	Full	Overtime Time	City	Full	Full
Non-Profit (100%)	Full	Straight Time	Dept	Full	None
Non-Profit (99%-1%)	Full	Overtime Time	Full	Full	Full
Commercial	Full	Overtime Time	Full	Full	Full

Attachment B

Sites

Event Planning

Park Name: Balcones District Park
Contact Person: Susan Blackledge

Park Address: 12,017 Amherst Dr.
Developed Acres: 15.6
City Sector: N

Facility Phone:

Amenities

Electricity Available no

Water Available yes

sewer System Available yes

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage ☐ no

Number of Parking Spaces 30

Fencing ☐ no

Neighborhood Association Name

Lighting ☐ no

Shelter ☐ yes ☒ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity	_____	Available Parking (off street)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Curfew	_____	Amplified Sound Permitted	<input type="checkbox"/> yes <input type="checkbox"/> no
yes <input type="checkbox"/> no Temporary Food Permit Required (when food is sold)	<input type="checkbox"/> yes <input type="checkbox"/> no	Liquor Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)			
yes <input type="checkbox"/> no Grass Permit (to drive a vehicle on park land)				Emergency Medical Services Required			
yes <input type="checkbox"/> no Parade Permit Required (for any event held on public streets)				(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)			
yes <input type="checkbox"/> no Solicitation Permit Required (for all fund raising events)	<input type="checkbox"/> yes <input type="checkbox"/> no	General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	Trash Collection/Recycling Required			
yes <input type="checkbox"/> no Traffic Permit Required (to block traffic or close a street)				(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.			
yes <input type="checkbox"/> no Fireworks Permit Required (for use of fireworks in city limits)				Fencing Required			
yes <input type="checkbox"/> no Shutting/Satellite Parking Required	<input type="checkbox"/> yes <input type="checkbox"/> no	Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)	<input type="checkbox"/> yes <input type="checkbox"/> no				
yes <input type="checkbox"/> no Alcoholic Beverages Permitted	<input type="checkbox"/> yes <input type="checkbox"/> no	Parking Arrangements Necessary	<input type="checkbox"/> yes <input type="checkbox"/> no				

Event Planning

Park Name: Bartholomew District Park
Contact Person: Bunny Bennett

Park Address: 5201 Berkman Dr.
Developed Acres: 57.21

Facility Phone:
City Sector: CE

Amenities

Electricity Available	no	Stage	no	Number of Parking Spaces	20
Water Available	yes	Fencing	no	Neighborhood Association Name	
Sewer System Available	yes	Lighting	yes		
Restrooms Indoor	O yes O no	Shelter	yes O no	Neighborhood Notification	O yes O no
Restrooms portable	O yes O no				

Specifications

Park Capacity	Available Parking (off street)	yes O no	Curfew	Amplified Sound Permitted	O yes O no
<input type="checkbox"/> yes <input type="checkbox"/> no Temporary Food Permit Required (when food is sold)	<input type="checkbox"/> yes <input type="checkbox"/> no Liquor Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)	
<input type="checkbox"/> yes <input type="checkbox"/> no Grass Permit (to drive a vehicle on park land)	<input type="checkbox"/> yes <input type="checkbox"/> no Parade Permit Required (for any event held on public streets)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	Emergency Medical Services Required (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)	
<input type="checkbox"/> yes <input type="checkbox"/> no Solicitation Permit Required (for all fund raising events)	<input type="checkbox"/> yes <input type="checkbox"/> no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	Trash Collection/Recycling Required (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.	
<input type="checkbox"/> yes <input type="checkbox"/> no Traffic Permit Required (to block traffic or close a street)	<input type="checkbox"/> yes <input type="checkbox"/> no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	Fencing Required	
<input type="checkbox"/> yes <input type="checkbox"/> no Fireworks Permit Required (for use of fireworks in city limits)					
<input type="checkbox"/> yes <input type="checkbox"/> no Shutting/Satellite Parking Required (when attendance exceeds the allocated available parking capacity of the site)					
<input type="checkbox"/> yes <input type="checkbox"/> no Alcoholic Beverages Permitted	<input type="checkbox"/> yes <input type="checkbox"/> no Parking Arrangements Necessary	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no		

Event Planning

Park Name: Bull Creek District Park
Contact Person: Susan Blackledge

Park Address: 6701 Lakwood Drive
Developed Acres: 19

Facility Phone:
City Sector: NW

Amenities

Electricity Available no
Water Available yes
Sewer System Available yes
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage no
Fencing no
Lighting no
Shelter ☐ yes ☒ no

Number of Parking Spaces 30
Neighborhood Association Name _____
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____	Available Parking (off street) <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Curfew _____	Amplified Sound Permitted <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no Temporary Food Permit Required (when food is sold)	<input type="checkbox"/> yes <input type="checkbox"/> no Liquor Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance) Emergency Medical Services Required (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
<input type="checkbox"/> yes <input type="checkbox"/> no Grass Permit (to drive a vehicle on park land)	<input type="checkbox"/> yes <input type="checkbox"/> no Parade Permit Required (for any event held on public streets)	<input type="checkbox"/> yes <input type="checkbox"/> no Traffic Permit Required (to block traffic or close a street)	Trash Collection/Recycling Required (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
<input type="checkbox"/> yes <input type="checkbox"/> no Fireworks Permit Required (for use of fireworks in city limits)	<input type="checkbox"/> yes <input type="checkbox"/> no Shutting/Satellite Parking Required (when attendance exceeds the allocated available parking capacity of the site)	<input type="checkbox"/> yes <input type="checkbox"/> no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)	
<input type="checkbox"/> yes <input type="checkbox"/> no Alcoholic Beverages Permitted	<input type="checkbox"/> yes <input type="checkbox"/> no Parking Arrangements Necessary	<input type="checkbox"/> yes <input type="checkbox"/> no Fencing Required	

Event Planning

Park Name: Commons Ford Metropolitan Park Park Address: 614 Commons Ford Road Facility Phone: 263-5478
Contact Person: Tim Brownlee Developed Acres: 1 City Sector: CW

Amenities

Electricity Available yes Stage no Number of Parking Spaces 50
Water Available yes Fencing no Neighborhood Association Name _____
Sewer System Available yes Lighting some on patio _____
Restrooms Indoor yes ☐ no ☐ Shelter yes ☒ no ☐ Neighborhood Notification yes ☐ no ☐

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land) ☐ yes ☐ no Emergency Medical Services Required

☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street) ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits) ☐ yes ☐ no

☐ yes ☐ no Shuttling/Satellite Parking Required ☐ yes ☐ no

☐ yes ☐ no Alcoholic Beverages Permitted (when attendance exceeds the allocated available parking capacity of the site) ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required. Fencing Required

Event Planning

Park Name: Dick Nichols District Park
Contact Person: Johnny Vilella

Park Address: 8011 Beckett Rd.
Developed Acres: 0

Facility Phone:
City Sector: SW

Amenities

Electricity Available ☒ yes
Water Available ☒ yes
Sewer System Available ☒ yes
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage no _____
Fencing no _____
Lighting parking lot _____
Shelter ☒ yes ☐ no

Number of Parking Spaces 50
Neighborhood Association Name _____
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Dove Springs District Park
Contact Person: Johnny Villela

Park Address: 5801 Alnez
Developed Acres: 0

Facility Phone:
City Sector: CE

Amenities

Electricity Available ☒ yes
Water Available ☒ yes
Sewer System Available ☒ yes
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ no
Lighting ☒ yes
Shelter ☒ yes ☐ no

Number of Parking Spaces 70
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance) Emergency Medical Services Required

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events) ☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd) Trash Collection/Recycling Required

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(when attendance exceeds the allocated available parking capacity of the site) (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.

Event Planning

Park Name: Emma Long Metropolitan Park Park Address: 1600 City Park Road Facility Phone: 346-1831
 Contact Person: Susan Blackledge Developed Acres: 75.02 City Sector: CW

Amenities

Electricity Available ☒ yes Stage ☐ no Number of Parking Spaces ☐ undetermined
 Water Available ☒ yes Fencing ☐ no Neighborhood Association Name _____
 Sewer System Available ☒ yes Lighting ☐ no Shelter ☐ yes ☒ no Neighborhood Notification ☐ yes ☐ no
 Restrooms Indoor ☒ yes ☐ no
 Restrooms portable ☒ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
 (when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land) ☐ yes ☐ no (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no Emergency Medical Services Required
☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no (those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
☐ yes ☐ no Traffic Permit Required (to block traffic or close a street) ☐ yes ☐ no Trash Collection/Recycling Required
☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits) ☐ yes ☐ no (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Garrison District Park
Contact Person: Johnny Villela

Park Address: 6001 Manchaca Road
Developed Acres: 40
City Sector: S

Amenities

Electricity Available yes
Water Available yes
Sewer System Available yes
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage n/a
Fencing n/a
Lighting some parking lights
Shelter ☐ yes ☒ no

Number of Parking Spaces _____
Neighborhood Association Name _____
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land)
☐ yes ☐ no Parade Permit Required (for any event held on public streets)
☐ yes ☐ no Solicitation Permit Required (for all fund raising events)
☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)
☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)
☐ yes ☐ no Shutting/Satellite Parking Required
(when attendance exceeds the allocated available parking capacity of the site)
☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)
☐ yes ☐ no Alcohol Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required
(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.

Event Planning

Park Name: Givens District Park

Park Address: 3911 E. 12th St.

Facility Phone:

Contact Person: Bunny Bennett

Developed Acres: 35.75

City Sector: CE

Amenities

Electricity Available ☐ no

Water Available ☐ yes

Sewer System Available ☐ yes

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☒ yes ☐ no

Stage ☐ yes

Number of Parking Spaces 200

Fencing ☐ no

Neighborhood Association Name

Lighting ☐ yes ☐ limited

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street)

☐ yes ☒ no

Curfew

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no
(when food is sold)

☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required

☐ yes ☐ no Parade Permit Required (for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required (for all fund raising events)

☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required

☐ yes ☐ no Portable Restrooms Required

☐ yes ☐ no Fireworks Permit Required (when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 are required to have at least 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
Fencing Required

Event Planning

Park Name: Mabel Davis District Park

Park Address: 3427 Parker Lane

Facility Phone:

Contact Person: Johnny Villela

Developed Acres: 15

City Sector: SE

Amenities

Electricity Available ☐ no ☐ yes

Water Available at pool ☐ no ☐ yes

Sewer System Available at pool ☐ no ☐ yes

Restrooms Indoor ☐ yes ☐ no

Restrooms portable ☐ yes ☐ no

Stage no ☐ no ☐ yes

Fencing no ☐ no ☐ yes

Lighting in parking area ☐ no ☐ yes

Shelter ☐ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Number of Parking Spaces 65 at pool

Neighborhood Association Name

Specifications

Park Capacity ☐ Available Parking (off street) ☐ yes ☐ no Curfew ☐ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit ☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(to drive a vehicle on park land) (for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required ☐ yes ☐ no
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required ☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
(to block traffic or close a street) (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking ☐ yes ☐ no Portable Restrooms Required ☐ yes ☐ no
Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Security Required ☐ yes ☐ no
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

☐ yes ☐ no Emergency Medical Services Required ☐ yes ☐ no
(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Trash Collection/Recycling Required ☐ yes ☐ no
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

☐ yes ☐ no Fencing Required ☐ yes ☐ no

Event Planning

Park Name: Mary Moore Searight Metropolitan Park Park Address: 907 Slaughter Lane Facility Phone:
Contact Person: Johnny Vilella Developed Acres: 344.8 City Sector: S

Amenities

Electricity Available ☐ no ☐ yes
Water Available ☐ no ☐ yes
Sewer System Available ☐ no ☐ yes
Restrooms Indoor ☐ yes ☐ no
Restrooms portable ☐ yes ☐ no
Stage no ☐ yes
Fencing no ☐ yes
Lighting no ☐ yes
Shelter ☐ yes ☐ no
Number of Parking Spaces 60
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no
☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land)
☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no
☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)
☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)
☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))
☐ yes ☐ no (when attendance exceeds the allocated available parking capacity of the site)
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
Fencing Required
Trash Collection/Recycling Required

Event Planning

Park Name: Northeast District Park

Park Address: 5909 Coolbrook Dr.

Facility Phone:

Contact Person: Bunny Bennett

Developed Acres: 110.8

City Sector: NE

Amenities

Electricity Available ☐ no

Stage ☐ no

Number of Parking Spaces ☐ 0

Water Available ☐ no

Fencing ☐ no

Neighborhood Association Name

Sewer System Available ☐ yes

Restrooms Indoor ☒ yes ☐ no

Lighting ☐ no

Restrooms portable ☐ yes ☒ no

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____

Available Parking (off street) ☒ yes ☐ no

Curfew _____

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required

☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
Fencing Required

Event Planning

Park Name: Northwest District Park

Park Address: 7000 Ardash

Facility Phone:

Contact Person: Susan Blackledge

Developed Acres: 30.75

City Sector: N

Amenities

Electricity Available yes

Water Available yes

Sewer System Available yes

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage no

Number of Parking Spaces 100

Fencing no

Neighborhood Association Name

Lighting yes limited

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required ☐ yes ☐ no
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
(for use of fireworks in city limits)

☐ yes ☐ no Shuttling/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no (when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

Event Planning

Park Name: Onion Creek District Park
Contact Person: Johnny Villela

Park Address: 6900 Onion Creek Dr.
Developed Acres: 89.54

Facility Phone:
City Sector: SE

Amenities

Electricity Available ☐ no
Water Available ☐ no
Sewer System Available ☒ yes
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ no
Lighting ☐ 1 light
Shelter ☐ yes ☒ no

Number of Parking Spaces ☐ 4
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☒ no Curfew _____ Amplified Sound Permitted ☐ yes ☒ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) ☐ yes ☐ no (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance) Emergency Medical Services Required

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events) ☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) ☐ yes ☐ no (those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

☐ yes ☐ no Attendance exceeds the allocated available parking capacity of the site

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Pleasant Valley District Park

Park Address: 425 S. Pleasant Valley Rd. Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 16

City Sector: SE

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☒ yes ☐ no

Stage ☐ no

Number of Parking Spaces ☐ none

Fencing ☐ no

Neighborhood Association Name

Lighting ☐ no

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____

Available Parking (off street) ☒ yes ☐ no

Curfew _____

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no
(when food is sold)

☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking
Required

☐ yes ☐ no Attendance exceeds
the allocated available parking capacity of the site

(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
Fencing Required

Event Planning

Park Name: Slaughter Creek Metropolitan Park

Park Address: 507 West Slaughter Lane **Facility Phone:**

Contact Person: Johnny Villela

Developed Acres: 79.98

City Sector: SW

Amenities

Electricity Available no

Stage no

Number of Parking Spaces 35

Water Available no

Fencing no

Neighborhood Association Name

Sewer System Available no

Restrooms Indoor ☒ Yes ☐ No

Lighting no

Bathrooms portable ☒ yes ☐ no

Shelter Oyes ● no

Neighborhood Notification ☐ Yes ☐ No

Specifications

Park Capacity	Available Parking (off street)	Curfew	Amplified Sound Permitted
yes	yes	no	no
no	no	no	no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) *(for all events with an estimated* *(2 bonded security officers on*

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

attendance of over 300 or those
that involve running, biking or
swimming.

**Licensed Peace Officers or
Reserve Law Enforcement**

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain ☐ yes ☐ no

estimated attendance) Emergency Medical Services Required

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (those events with an estimated attendance of

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

that involve running, biking or walking, and those events where

have atleast 1 First Aid station staffed with a minimum of 2 certified

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

paid by the drink or as part of an admission fee or donation to gain

☐ yes ☐ no

minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Shutting/Satellite Parking ☐ yes ☐ no Portable Restrooms Required ☐ yes ☐ no Admission) ☐ yes ☐ no Trash Collection/Recycling Required

(when attendance exceeds the allocated available parking capacity of the site)

(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)

is required for each 1000 estimated attendance. Recycling

☐ yes ☐ no **Alcoholic Beverages Permitted** ☐ yes ☐ no **Parking Arrangements Necessary** ☐ yes ☐ no **Fencing Required**

Event Planning

Park Name: Town Lake/Auditorium Shores

Park Address: Lamar Blvd to S. 1st St

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 24.3

City Sector: C

Amenities

Electricity Available yes

Water Available yes

Sewer System Available no

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage no

Number of Parking Spaces

Fencing no

Neighborhood Association Name

Lighting yes

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street) ☒ yes ☐ no

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Trash Collection/Recycling Required ☐ yes ☐ no
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

Event Planning

Park Name: Town Lake/Butler Track
Contact Person: Jimmy Valadez

Park Address: 1500 W. Toomey Rd
Developed Acres: 26.65

Facility Phone:
City Sector: SW

Amenities

Electricity Available ☐ no
Water Available ☐ no
Sewer System Available ☐ no
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ no
Lighting ☐ no
Shelter ☐ yes ☒ no

Number of Parking Spaces ☐ none
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required (for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Attendance exceeds the allocated available parking capacity of the site

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
Fencing Required

Event Planning

Park Name: Town Lake/Festival Beach

Park Address: Canadian St. to IH-35

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 47.58

City Sector: C

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☒ yes ☐ no

Stage no

Number of Parking Spaces 13

Fencing no

Neighborhood Association Name

Lighting no

Shelter ☐ yes ☒ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street)

☒ yes ☐ no

Curfew

Amplified Sound Permitted

☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required
(when food is sold)

☐ yes ☐ no Liquor Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.

☐ yes ☐ no Shutting/Satellite Parking Required
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)

Fencing Required

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

☐ yes ☐ no

Event Planning

Park Name: Town Lake/Fiesta Gardens Park Address: Canadian to Chiccon/2101 Facility Phone: 480-8318
Contact Person: Jimmy Valadez Developed Acres: 32.47 City Sector: C

Amenities

Electricity Available ☐ yes ☐ no Stage ☐ yes ☐ no Number of Parking Spaces _____
Water Available ☐ yes ☐ no Fencing ☐ yes ☐ no Neighborhood Association Name _____
Sewer System Available ☐ yes ☐ no Lighting ☐ yes ☐ no _____
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no Shelter ☒ yes ☐ no Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) ☐ yes ☐ no (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance) Emergency Medical Services Required

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) ☐ yes ☐ no

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)) ☐ yes ☐ no

☐ yes ☐ no (when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required. Recycling Required

Event Planning

Park Name: Town Lake/Holly Beach

Park Address: Canadian to Longhorn Dam Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 33.99

City Sector: C

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☐ Yes ☒ no

Restrooms portable ☐ Yes ☒ no

Stage no _____ Number of Parking Spaces 10 _____

Fencing no _____ Neighborhood Association Name _____

Lighting no _____

Shelter ☐ Yes ☒ no Neighborhood Notification ☐ Yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required (for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required (for all fund raising events)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

Emergency Medical Services Required

(those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

Trash Collection/Recycling Required

(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.

Fencing Required

Event Planning

Park Name: Town Lake/Rebekah Balnes Johnson Park Address: Festival Beach at Waller St. Facility Phone:
 Contact Person: Jimmy Valadez Developed Acres: 6.54 City Sector: C

Amenities

Electricity Available ☐ no Stage ☐ no Number of Parking Spaces ☐ none
 Water Available ☐ no Fencing ☐ no Neighborhood Association Name _____
 Sewer System Available ☐ no Lighting ☐ no Shelter ☐ yes ☒ no Neighborhood Notification ☐ yes ☐ no
 Restrooms Indoor ☒ yes ☐ no
 Restrooms portable ☐ yes ☒ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) *(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)* *(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)*
☐ yes ☐ no Grass Permit *(to drive a vehicle on park land)* ☐ yes ☐ no Emergency Medical Services Required

☐ yes ☐ no Parade Permit Required *(for any event held on public streets)* ☐ yes ☐ no General Liability Insurance Required
(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) *(those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)*
☐ yes ☐ no Solicitation Permit Required *(for all fund raising events)* ☐ yes ☐ no Trash Collection/Recycling Required

☐ yes ☐ no Traffic Permit Required *(to block traffic or close a street)* ☐ yes ☐ no Portable Restrooms Required
☐ yes ☐ no Fireworks Permit Required *(for use of fireworks in city limits)* ☐ yes ☐ no (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
☐ yes ☐ no Shutting/Satellite Parking Required *(when attendance exceeds the allocated available parking capacity of the site)* ☐ yes ☐ no Fencing Required

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Event Planning

Park Name: Town Lake/Lakeshore/Peninsula

Park Address: S Lakeshore Blvd To

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 32.18

City Sector: C

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage no

Fencing no

Lighting no

Shelter ☒ yes ☐ no

Number of Parking Spaces none

Neighborhood Association Name

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street)

☒ yes ☐ no

Curlew

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required (when food is sold)

☐ yes ☐ no Liquor Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required (for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required (for all fund raising events)

☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Shutting/Satellite Parking Required

☐ yes ☐ no Attendance exceeds the allocated available parking capacity of the site

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary

☐ yes ☐ no Fencing Required

☐ yes ☐ no Trash Collection/Recycling Required (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)

Event Planning

Park Name: Town Lake/Lamar Beach

Park Address: Lamar Blvd to Eilers Park Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 77.13

City Sector: C

Amenities

Electricity Available ☐ no ☐ yes

Water Available ☐ no ☐ yes

Sewer System Available ☐ no ☐ yes

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage no ☐ yes ☐ no Number of Parking Spaces ☐ none ☐ yes

Fencing no ☐ yes ☐ no Neighborhood Association Name

Lighting no ☐ yes ☐ no

Shelter ☐ yes ☒ no Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity ☐ no Available Parking (off street) ☐ yes ☐ no Curfew ☐ yes ☐ no Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)

☐ yes ☐ no Grass Permit (to drive a vehicle on park land) ☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no Emergency Medical Services Required

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street) ☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits) ☐ yes ☐ no Trash Collection/Recycling Required

☐ yes ☐ no Shuttling/Satellite Parking Required ☐ yes ☐ no (when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Town Lake/Longhorn

Park Address: S. Lakeshore Blvd. to

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 14

City Sector: C

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☐ yes ☒ no

Restrooms portable ☐ yes ☒ no

Stage ☐ no

Fencing ☐ no

Lighting ☐ no

Shelter ☐ yes ☒ no

Number of Parking Spaces ☐ none

Neighborhood Association Name

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street) ☒ yes ☐ no

Curfew

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit ☐ yes ☐ no
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required ☐ yes ☐ no
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcohol Beverage Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Security Required ☐ yes ☐ no
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 are required to have at least 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
Fencing Required

Event Planning

Park Name: Town Lake/Norwood
Contact Person: Jimmy Valadez

Park Address: IH-35 and Edgecliff
Developed Acres: 0

Facility Phone:
City Sector: C

Amenities

Electricity Available ☐ no
Water Available ☐ no
Sewer System Available ☐ no
Restrooms Indoor ☐ yes ☒ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ yes
Lighting ☐ no
Shelter ☐ yes ☒ no
Number of Parking Spaces ☐ none
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☒ no Curfew _____ Amplified Sound Permitted ☐ yes ☒ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(when attendance exceeds the allocated available parking capacity of the site) (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required. Fencing Required

Event Planning

Park Name: Town Lake/Red Bud Aisle

Park Address: Red Bud Trail at Lake

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 12.44

City Sector: CE

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☐ yes ☒ no

Restrooms portable ☐ yes ☒ no

Stage ☐ no

Fencing ☐ no

Lighting ☐ no

Shelter ☐ yes ☒ no

Number of Parking Spaces ☐ none

Neighborhood Association Name

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____

Available Parking (off street) ☐ yes ☐ no

Curfew _____

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required

(when attendance exceeds the allocated available parking capacity of the site)
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.
Fencing Required

Event Planning

Park Name: Town Lake/Shoal Beach
Contact Person: Jimmy Valadez

Park Address: Congress Ave to Lamar
Developed Acres: 15.03

Facility Phone:
City Sector: C

Amenities

Electricity Available ☐ no
Water Available ☐ no
Sewer System Available ☐ no
Restrooms Indoor ☐ yes ☒ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ no
Lighting ☐ no
Shelter ☐ yes ☒ no

Number of Parking Spaces 20
Neighborhood Association Name
Neighborhood Notification ☐ yes ☒ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☒ no Curfew _____ Amplified Sound Permitted ☐ yes ☒ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit (to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required (to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
Fencing Required

Event Planning

Park Name: Town Lake/Travis Park

Park Address: S. 1st St to IH-35

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 31.06

City Sector: C

Amenities

Electricity Available ☐ no

Water Available ☐ no

Sewer System Available ☐ no

Restrooms Indoor ☐ yes ☐ no

Restrooms portable ☐ yes ☐ no

Stage no

Number of Parking Spaces none

Fencing no

Neighborhood Association Name

Lighting no

Shelter ☐ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity

Available Parking (off street)

☐ yes ☐ no

Curfew

Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

☐ yes ☐ no Parade Permit Required

☐ yes ☐ no Solicitation Permit Required

☐ yes ☐ no Traffic Permit Required

☐ yes ☐ no Fireworks Permit Required

☐ yes ☐ no Shutling/Satellite Parking Required

☐ yes ☐ no Alcoholic Beverages Permitted

☐ yes ☐ no Parking Arrangements Necessary

Event Planning

Park Name: Town Lake/Waller Beach
Contact Person: Jimmy Valadez

Park Address: IH-35 to Congress
Developed Acres: 29.13

Facility Phone:
City Sector: C

Amenities

Electricity Available ☐ no
Water Available ☐ no
Sewer System Available ☐ no
Restrooms Indoor ☒ yes ☐ no
Restrooms portable ☐ yes ☒ no

Stage ☐ no
Fencing ☐ no
Lighting ☐ no
Shelter ☐ yes ☒ no

Number of Parking Spaces ☐ none
Neighborhood Association Name
Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit
(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required
(for any event held on public streets)

☐ yes ☐ no Solicitation Permit Required
(for all fund raising events)

☐ yes ☐ no Traffic Permit Required
(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required
(for use of fireworks in city limits)

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no Portable Restrooms Required
(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

☐ yes ☐ no Security Required
(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
Emergency Medical Services Required
(those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
Fencing Required

Event Planning

Park Name: Walnut Creek Metropolitan Park Park Address: 12138 N. Lamar Facility Phone:
 Contact Person: Susan Blackledge Developed Acres: 75 City Sector: NC

Amenities

Electricity Available ☐ no Stage ☐ no Number of Parking Spaces 40
 Water Available ☐ no Fencing ☐ no Neighborhood Association Name _____
 Sewer System Available ☐ yes Lighting ☐ no Shelter ☐ yes ☒ no Neighborhood Notification ☐ yes ☐ no
 Restrooms Indoor ☒ yes ☐ no
 Restrooms portable ☐ yes ☒ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
 (when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land) ☐ yes ☐ no (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
☐ yes ☐ no Parade Permit Required (for any event held on public streets) ☐ yes ☐ no Emergency Medical Services Required

☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required
 (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Traffic Permit Required (to block traffic or close a street) ☐ yes ☐ no Portable Restrooms Required
 (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))
☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits) ☐ yes ☐ no Trash Collection/Recycling Required
 (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no (when attendance exceeds the allocated available parking capacity of the site)
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Lake Walter E. Long Metropolitan Park Park Address: Lakeline Boulevard off US Facility Phone: 926-5230
 Contact Person: Bunny Bennett Developed Acres: 10.45 City Sector: CE

Amenities

Electricity Available no _____ Stage no _____ Number of Parking Spaces 40
 Water Available no _____ Fencing no _____ Neighborhood Association Name _____
 Sewer System Available no _____ Lighting no _____
 Restrooms Indoor ☒ yes ☐ no Shelter ☒ yes ☐ no Neighborhood Notification ☐ yes ☐ no
 Restrooms portable ☒ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no
☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
 (when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Grass Permit ☐ yes ☐ no
 (to drive a vehicle on park land)
☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
 (for any event held on public streets)
☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required
 (for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)
☐ yes ☐ no Traffic Permit Required ☐ yes ☐ no Portable Restrooms Required
 (to block traffic or close a street) (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))
☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
 (for use of fireworks in city limits)
☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no
 (when attendance exceeds the allocated available parking capacity of the site)
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no
 (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required. Fencing Required

Event Planning

Park Name: Waterloo Park

Park Address: 403 E. 15th St.

Facility Phone:

Contact Person: Jimmy Valadez

Developed Acres: 10.74

City Sector:

Amenities

Electricity Available yes

Water Available yes

Sewer System Available yes

Restrooms Indoor ☒ yes ☐ no

Restrooms portable ☐ yes ☒ no

Stage no

Number of Parking Spaces 40 in park/more in state lots

Fencing no

Neighborhood Association Name

Lighting no

Shelter ☒ yes ☐ no

Neighborhood Notification ☐ yes ☐ no

Specifications

Park Capacity _____

Available Parking (off street) ☐ yes ☒ no

Amplified Sound Permitted ☐ yes ☒ no

☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Grass Permit

(to drive a vehicle on park land)

☐ yes ☐ no Parade Permit Required ☐ yes ☐ no
(for any event held on public streets) (General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission))

☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no
(for all fund raising events) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)

☐ yes ☐ no Traffic Permit Required

(to block traffic or close a street)

☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no
(for use of fireworks in city limits) (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible))

☐ yes ☐ no Shutting/Satellite Parking Required ☐ yes ☐ no

(when attendance exceeds the allocated available parking capacity of the site)

☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no

Trash Collection/Recycling Required
(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
Fencing Required

Event Planning

Park Name: Zilker Metro Park/Pecan Grove
Contact Person: Sarah Macias

Park Address: 2100 Barton Springs Rd. Facility Phone:
Developed Acres: 230.0 City Sector: CW

Amenities

Electricity Available yes Stage no Number of Parking Spaces 80
Water Available yes Fencing no Neighborhood Association Name _____
Sewer System Available yes Lighting yes at tables _____
Restrooms Indoor yes ☐ no Shelter yes ☐ no Neighborhood Notification ☐ yes ☐ no
Restrooms portable ☒ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no
☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated (2 bonded security officers or
☐ yes ☐ no Grass Permit Licensee Peace Officers or
(to drive a vehicle on park land) Reserve Law Enforcement
☐ yes ☐ no Parade Permit Required alcohol is consumed where a fee is Officers for each 500
(for any event held on public paid by the drink or as part of an ☐ yes ☐ no estimated attendance)
streets) admission fee or donation to gain Emergency Medical Services
☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no General Liability Insurance Required Required
(for all fund raising events) (for all events with an estimated (those events with an
☐ yes ☐ no Traffic Permit Required attendance of over 300 or those estimated attendance of
(to block traffic or close a street) that involve running, biking or over 5000 re required to
☐ yes ☐ no Fireworks Permit Required walking, and those events where have atleast 1 First Aid
(for use of fireworks in city limits) alcohol is consumed where a fee is station staffed with a
☐ yes ☐ no Shutting/Satellite Parking admission fee or donation to gain minimum of 2 EMT's and a
Required ☐ yes ☐ no Portable Restrooms Required Trash Collection/Recycling
(when attendance exceeds (2 portable toilets for each 500 Required
the allocated available portion of these must be (1, eight yard dumpster
parking capacity of the site) handicap accessible) is required for each
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no 1000 estimated
Fencing is required. Recycling
Fencing Required

Event Planning

Park Name: Zilker Metro Park/Rock Island
Contact Person: Sarah Macias

Park Address: 2100 Barton Springs Rd.
Developed Acres: 230.0
City Sector: CW

Amenities

Electricity Available	yes	Stage	no	Number of Parking Spaces	125
Water Available	yes	Fencing	no	Neighborhood Association Name	
Sewer System Available	no	Lighting	yes at tables		
Restrooms Indoor	yes O no	Shelter	yes O no	Neighborhood Notification	O yes O no
Restrooms portable	yes O no				

Specifications

Park Capacity	Available Parking (off street)	Curfew	Amplified Sound Permitted
<input type="checkbox"/> yes <input type="checkbox"/> no Temporary Food Permit Required (when food is sold)	<input type="checkbox"/> yes <input type="checkbox"/> no Liquor Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no Security Required (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance) Emergency Medical Services Required
<input type="checkbox"/> yes <input type="checkbox"/> no Grass Permit (to drive a vehicle on park land)	<input type="checkbox"/> yes <input type="checkbox"/> no Parade Permit Required (for any event held on public streets)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no (these events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd) Trash Collection/Recycling Required
<input type="checkbox"/> yes <input type="checkbox"/> no Solicitation Permit Required (for all fund raising events)	<input type="checkbox"/> yes <input type="checkbox"/> no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required. Fencing Required
<input type="checkbox"/> yes <input type="checkbox"/> no Traffic Permit Required (to block traffic or close a street)	<input type="checkbox"/> yes <input type="checkbox"/> no Portable Restrooms Required (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)	<input type="checkbox"/> yes <input type="checkbox"/> no	
<input type="checkbox"/> yes <input type="checkbox"/> no Fireworks Permit Required (for use of fireworks in city limits)	<input type="checkbox"/> yes <input type="checkbox"/> no		
<input type="checkbox"/> yes <input type="checkbox"/> no Shutling/Satellite Parking Required (when attendance exceeds the allocated available parking capacity of the site)	<input type="checkbox"/> yes <input type="checkbox"/> no		
<input type="checkbox"/> yes <input type="checkbox"/> no Alcoholic Beverages Permitted	<input type="checkbox"/> yes <input type="checkbox"/> no Parking Arrangements Necessary	<input type="checkbox"/> yes <input type="checkbox"/> no	

Event Planning

Park Name: Zilker MetroPark/Soccer/Rock Island Park Address: 2100 Barton Springs Rd. Facility Phone:
Contact Person: Sarah Macias Developed Acres: 230.0 City Sector: CW

Amenities

Electricity Available ☐ yes ☐ no Stage ☐ no ☐ no Number of Parking Spaces Road/400 Fields/2000
Water Available ☐ yes ☐ no Fencing ☐ no ☐ no Neighborhood Association Name
Sewer System Available ☐ no ☐ no Lighting ☐ no ☐ no Stratford, Zilker, Barton Hills
Restrooms Indoor ☐ yes ☐ no Shelter ☐ yes ☐ no Neighborhood Notification ☐ yes ☐ no
Restrooms portable ☐ yes ☐ no

Specifications

Park Capacity _____ Available Parking (off street) ☐ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no
☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)
☐ yes ☐ no Grass Permit (to drive a vehicle on park land) ☐ yes ☐ no Parade Permit Required (for any event held on public streets) Emergency Medical Services Required
☐ yes ☐ no Solicitation Permit Required (for all fund raising events) ☐ yes ☐ no General Liability Insurance Required (for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission) (those events with an estimated attendance of over 5000 re required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)
☐ yes ☐ no Traffic Permit Required (to block traffic or close a street) ☐ yes ☐ no Portable Restrooms Required Trash Collection/Recycling Required
☐ yes ☐ no Fireworks Permit Required (for use of fireworks in city limits) ☐ yes ☐ no (1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.)
☐ yes ☐ no Shutting/Satellite Parking Required (when attendance exceeds the allocated available parking capacity of the site) (2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required

Event Planning

Park Name: Zilker Metropolitan Park/Southside Park Address: 2100 Barton Springs Rd. Facility Phone:
 Contact Person: Sarah Macias Developed Acres: 230.0 City Sector: CW

Amenities

Electricity Available ☐ no ☐ yes _____ Stage ☐ no ☐ yes _____ Number of Parking Spaces 250
 Water Available ☐ yes _____ Fencing ☐ no ☐ yes _____ Neighborhood Association Name
 Sewer System Available ☐ yes ☐ no _____ Lighting ☐ no ☐ yes _____ Zilker, Barton Hills
 Restrooms Indoor ☒ yes ☐ no _____ Shelter ☒ yes ☐ no _____ Neighborhood Notification ☐ yes ☐ no
 Restrooms portable ☒ yes ☐ no _____

Specifications

Park Capacity _____ Available Parking (off street) ☒ yes ☐ no Curfew _____ Amplified Sound Permitted ☐ yes ☐ no
☐ yes ☐ no Temporary Food Permit Required ☐ yes ☐ no Liquor Liability Insurance Required ☐ yes ☐ no Security Required
(when food is sold) *(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)* *(2 bonded security officers or Licensed Peace Officers or Reserve Law Enforcement Officers for each 500 estimated attendance)*
☐ yes ☐ no Grass Permit _____ *(to drive a vehicle on park land)* ☐ yes ☐ no General Liability Insurance Required ☐ yes ☐ no
☐ yes ☐ no Parade Permit Required ☐ yes ☐ no *(for any event held on public streets)* *(for all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission)* *(those events with an estimated attendance of over 5000 are required to have atleast 1 First Aid station staffed with a minimum of 2 EMT's and a minimum of 2 EMT's roving the crowd)*
☐ yes ☐ no Solicitation Permit Required ☐ yes ☐ no *(for all fund raising events)* *(2 portable toilets for each 500 estimated attendance (a portion of these must be handicap accessible)*
☐ yes ☐ no Traffic Permit Required ☐ yes ☐ no Portable Restrooms Required ☐ yes ☐ no
(to block traffic or close a street) *(for use of fireworks in city limits)* *(1, eight yard dumpster is required for each 1000 estimated attendance. Recycling is required.*
☐ yes ☐ no Fireworks Permit Required ☐ yes ☐ no Trash Collection/Recycling Required
☐ yes ☐ no Shutting/Satellite Parking ☐ yes ☐ no *(when attendance exceeds the allocated available parking capacity of the site)*
☐ yes ☐ no Alcoholic Beverages Permitted ☐ yes ☐ no Parking Arrangements Necessary ☐ yes ☐ no Fencing Required



AUSTIN
PARKS AND
RECREATION

City Event (PARD)/Facilitated Event (PARD) Signoff

Attachment C

Event name _____ Event Date _____ Rain Date _____ Event Site _____

Staff Member Responsible _____ Phone Number _____ Cost Center # _____

New event/Old event _____ Number of Years _____ Attendance _____

Requirements:

	Need:	Cost:	Account #	Equipment (all equipment needs (tables, chairs, carnival equipment) must be requested through the Work Order process)
Sound Permit	_____	_____	_____	_____
Food Permit	_____	_____	_____	_____
Grass Permit	_____	_____	_____	_____
Parade Permit	_____	_____	_____	_____
Solicitation Permit	_____	_____	_____	_____
Traffic Permit	_____	_____	_____	_____
Fireworks Permit	_____	_____	_____	_____
Shuttling/Satellite Parking	_____	_____	_____	_____
TABC License	_____	_____	_____	_____
Liquor Liability Insurance	_____	_____	_____	_____
General Liability Insurance	_____	_____	_____	_____
Portable Restrooms	_____	_____	_____	_____
Security	_____	_____	_____	_____
EMS	_____	_____	_____	_____
Trash Collection	_____	_____	_____	_____
Electricity	_____	_____	_____	_____
Water	_____	_____	_____	_____

(all other expenditures other than those listed will be absorbed by hosting cost center)

Responsible Staff Member _____ Date: _____

Supervisor Approval _____ Date: _____

Reservations Approval (if necessary) _____ Date: _____

Operations District Supervisor _____ Date: _____

Operations District Program Manager _____ Date: _____

(approving Supervisor (Program Manager) is required to coordinate a planning meeting with all affected Department staff members a minimum of 2 months in advance for historical events and 6 months in advance for new events.)



AUSTIN
PARKS AND
RECREATION

Attachment D
Application to Hold an Event in a Non-Reservable Park

Site Name: _____
(Park, Playground, or Lake Area)

Organization Name: _____ Event Name: _____

Requestor: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Date Requested: _____ Time Requested: _____

Reason for Application: _____

Special Requests (if any): _____

Conditions for Approval: _____

Signature of designated Neighborhood Notified: _____ Date: _____

Comments: _____

Requestor's Signature: _____ Date: _____

Approval of Site Manager: _____ Date: _____

Approval of Park Manager: _____ Date: _____

Approval of Park Police Administrator: _____ Date: _____

Approval of Operations Division Manager: _____ Date: _____



MEMORANDUM

TO: Parks Board Members

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE:

SUBJECT: Entertainers in Zilker Park

There are currently a number of entertainers who perform on a regular basis in Zilker Park. According to the entertainers, they work for tips. However, some of the performers provide signs with 'suggested' tips and some do not provide the service without a tip.

In an effort to regulate this type of activity in Zilker Park, on March 8, 1995 signs were posted in the park that read "Any solicitation, vending, or offering of items or services for sale, tips, or donations on these premises without authorization from the City is prohibited. For concession information call 499-6723."

It became apparent from conversations between staff and the entertainers that the current policy for temporary concessions does not appropriately address this type of activity. As a result, the signs were removed on March 23, 1995 and the ban rescinded to allow staff to further investigate the situation. Two staff members met with five of the entertainers to discuss issues and potential solutions, and a number of other cities were contacted to find out how they handle similar situations. The following summarizes the information received from the cities surveyed:

Boulder, Colorado

- If providing a good - balloons, flowers - and do so for tips, no permit is required; there is no oversight or regulation over these folks, they police themselves and follow a "code of conduct" for street performers.

- Personal Services Permit - massages, face painting, tarot card readings, etc. - no goods can be exchanged; \$62.50 for a 30 day permit; no limit on the number of permits, no application criteria; can charge a set fee.
- Ambulatory Permit - balloon artists, flower vendors, shoe shine, characture artists; must provide a sales tax license; \$62.50 for a 30 day permit; no limit on the number permits, no application criteria; can charge a set fee.

Key West Florida

- Do not license on streets or parkland
- Most performers work in an established area in the evening where tourists go to watch the sunset. The City contracts with a not for profit 'management' type company to oversee this area. The not for profit has a Board of Directors that screen the performers. The area has a specified number of spaces that are filled on a nightly basis by seniority and a lottery system. A nightly set up fee of \$7 is charged per performer. The set up fee covers insurance, clean up costs, and an event manager.

San Diego, California

- Prohibited by City Ordinance

New York

- do not issue permits for entertainers
- do not allow balloons in the parks
- no amplified music
- do not allow face painting because of the liability
- any event that will gather a crowd of 25 people or more must have a special event permit

I recommend that this matter be addressed at a public hearing at your June 13, 1995 meeting to determine how to handle this issue.

If you have any questions, please contact me at 499-6717.



Michael J. Heitz, AIA, Director
Parks and Recreation Department

II. Boards & Commissions duties & responsibilities

A. General statement

The Mayor and City Council make appointments to numerous permanent city boards and commissions. In addition, task forces or committees are created for a specific purpose and a specific life span. Boards and commissions involve interested citizens in city government and allow the city council to obtain vital advice from specific constituencies. While the mayor and council are not obligated nor bound by advisory recommendations made by boards and commissions, such recommendations are often influential on council deliberations and decisions. The City Council has the authority to remove any member of a board or commission unless restrained by state statute or the City Charter.

The establishment by ordinance or resolution of a board or commission is generally at the discretion of the city council. However, some boards and commissions have been established as the result of federal law, state law, city charter and mutual agreement with other governmental entities. The duties, responsibilities and functions of a board or Commission are set forth in the ordinance creating the board or commission. Only by formal vote of the city council may the duties, responsibilities or function of a board or commission be changed. Boards and commissions have no independent status; therefore, they are limited by their creating authority and have no authority to contract, raise funds, or take other actions which would require independent status.

B. Residence Requirement

Section 2-4-1 of the Austin City Code requires members of boards and commissions to be residents of the City except as otherwise provided by City ordinance or state or federal law. The following boards and commissions contain modified residency requirements:

Economic Development Commission
Electric Utility Commission
Electrical Board
Emergency Medical Services Quality Assurance Team
Hospital Board
Mechanical, Plumbing & Solar Board
Medical Assistance Program Advisory Board
Resource Management Commission
Water and Wastewater Commission

C. Attendance

Uniform attendance at meetings by all members of boards, commissions, committees and task forces is required. Any member who misses three (3) consecutive regular meetings or misses one-third (1/3) of all regular meetings in a twelve (12) month time period, except for health reasons in both instances, shall be ineligible to continue serving and his or her vacancy shall be filled by the City Council. Attendance records shall be kept by the staff liaison of each board, commission, committee or task force with a report to the City Council whenever the need for a new appointment occurs. Attendance will be taken at each called meeting, whether or not a quorum of the commission is present.

Realizing that the time of the commissioners is valuable, if a quorum has not been achieved within 30 minutes after the starting time of the meeting, the meeting should be rescheduled.

D. Limitation on Terms

No member, whether elected or appointed, of a city council appointed board, commission or committee may serve more than six consecutive years except where this limitation would conflict with federal or state statute. Boards which have already established a lower limit will continue with that provision. Upon completion of six consecutive years on a board or commission, a member may be appointed to another board or commission, or after a two year waiting period, be reappointed to the original board or commission. This provision does not apply to a member who is specifically designated by office or position or elected by the city employees. The city council may make exceptions to this limitation on affirmative vote of five (5) members of the city council.

E. Other Limitations

A person who serves on one board or commission may not be appointed to serve on another board unless otherwise provided by ordinance. Certain boards and commissions have designated seats for representatives of other boards.

No person who is registered or required to register as a lobbyist by section 9-6-4 of the Austin City Code or is an employee of a person required to register may be appointed to or serve on a city established board, commission or committee within three years of such lobbying activity. This limitation does not apply to employees of a person that does not lobby on behalf of others for compensation or where in conflict with state statute or the City Charter.

Each person serving on a board or commission which requires financial disclosure under Section 2-4-7 of the City Code is required to file an annual financial disclosure statement or face automatic removal.

F. Annual Reports

For the purposes of this section, "Commission" means every board, commission or committee of the City of Austin whose entire membership is appointed by (1) the City Council, (2) the Mayor, (3) the Mayor with the approval by the City Council or (4) the City Manager with approval by the City Council.

Before December 1 of each year, the Chairperson of each Commission shall file with the City Clerk an annual report covering the previous period of October 1 to September 30. This report must have been approved by a majority of the Commission members. The City Clerk annually advises, by letter, the chairperson of each Commission of this requirement in sufficient time for the report to be prepared and submitted by December 1. Each Commission's report is forwarded to the City Manager and the Policy Planning and Budget Committee of the City Council by the City Clerk who retains a copy for public inspection.

This report shall include, but not be limited to, the following information:

1. A work plan and schedule for undertaking and completing tasks or projects which the City Council has assigned to the commission.



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: September 22, 1994

SUBJECT: Barton Creek Sewer Lift Station Improvements in Zilker Park

As proposed last year, the South Austin Outfall project would have created a gravity-flow sewer line in the Barton Creek watershed, thereby eliminating mechanical lift stations needed to pump sewage over higher elevations along the line. The City Council canceled the South Austin Outfall project, with instructions to the Water and Wastewater Utility that the possibility of failure in the lift stations should be minimized.

One of the sewer lift stations is in the east end of the Barton Pool parking lot, in a landscaped median near the miniature railroad ticket station. Failure of the pump could result in a sewage spill polluting the park and the swimming pool. In view of the City Council mandate, the Water and Wastewater Utility has proposed remedial measures to avoid failure of the lift station pump, as outlined in the attached memorandum. The preventive measures include a backup power generator, and control, alarm and communication equipment. The necessary equipment must be installed in a small building, and for technical reasons, must be in close proximity to the existing lift station.


The Utility, with the cooperation of the Parks and Recreation Department (PARD), has considered alternative locations for the equipment building with the objective of minimizing the impact on the park. Due to engineering constraints, the recommended location for the new building is near the railroad ticket station.

The Utility staff will be present at the Parks Board meeting to explain the need for the remedial improvements, as well as the alternative locations and building designs.

In view of the consequences of a sewage spill in Zilker Park, I recommend approval of a new building to house the lift station improvements. PARD will review and approve the building designs prior to construction to ensure compatibility with the park environment.

61
57

Please contact me if you require additional information.



Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:ss

63
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*to Stuart
original file
hand delivered*

10/14

MEMORANDUM

TO: Mike Heitz, P.E., Director
Parks and Recreation Department

FROM: Randy J. Goss, P.E., Director
Water and Wastewater Utility

DATE: September 20, 1994

SUBJECT: Barton Creek Sewer Lift Station Electrical Improvements

Under Council directive, the Water and Wastewater Utility is proposing electrical and monitoring upgrades to the existing Barton Creek Sewer Lift Station in Zilker Park. The Utility will be presenting a proposal to the Parks and Recreation Board for approval on September 27, 1994 at 6:30 P.M.

The purpose of these improvements are to enhance the reliability of the Barton Creek Lift Station by:

- 1) Bringing the station into current electrical code compliance.
- 2) Installing a state-of-the-art pump control system.
- 3) Addition of redundant monitoring and fail-safe controls.
- 4) Addition of multiple trouble alarms.
- 5) Addition of faster telecommunication and reporting system.
- 6) Addition of a redundant power source.
- 7) Addition of a maintenance planning system.

These improvements are expected to minimize the chance of raw sewage spillage into the park area. Electrical devices and instrumentation will be relocated from the corrosive atmosphere of the underground structure. These changes will only enhance the reliability of the current capabilities of the existing station and will not increase the pumping capacity of the lift station.

In an effort to achieve these objectives, the Water and Wastewater Utility is making a diligent effort to minimize the impact to the park and its visitors, while ensuring that the operation of the existing lift station is not interrupted during the transition period.

If you have any questions concerning this project, please call Ron Humphrey at 322-2813 or Catherine Salls at 322-2938.

Randy J. Goss

Randy J. Goss, P.E., Director
Water and Wastewater Utility

RJG:CS

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2-1

TO: Parks + Recreation Dept
FR: AUSTIN CANOE + KAYAK - 7194386
RE: BOAT CONCESSION

AUSTIN CANOE + KAYAK respectfully requests the Parks + Recreation Departments consideration of the following proposal. AC+K proposes to operate a rental/teaching facility on park land, featuring a variety of KAYAKS AND/OR WATERBIKES (pedal powered, prop driven, CATAMARANS.) There is widespread demand for these user friendly, earth friendly recreational boats, which are ideally suited to all Austin citizens.

Potential locations include:

- ① Under the 1st St bridge - south shore
Adequate parking, Access, Restroom facilities
And previously used as a concession site.
- ② Shoal Creek outlet onto Town Lake -
North Shore. Adequate parking, restroom
facilities, Access via existing sidewalk, public
Telephone (This site is across from Auditorium S)
- ③ Under the Mo Pac Bridge North Shore
Adequate parking, gentle sloping Access,

Thank you for your consideration.

DR. WALTER MEYER

1500 LAKESHORE DRIVE
AUSTIN, TEXAS 78746
P-CNE 512 327 5532
FAX 512 327 0000 and phone

7 Sept. 1994

TANA GOODWILL
c/o Park & Recreation
200 S. Lamar Blvd.
Austin, Tx. 78704

Dear Ms. Goodwill:

In accordance with your request I submit the following for your consideration:

I LIVE ON BEE CREEK AND HAVE ALMOST 200FT OF WATER FRONTAGE.
(see drawing)

A BOAT IS UNDER CONSTRUCTION. IT WILL CARRY A MAXIMUM OF 50 PASSENGERS WHO WILL HAVE THE OPPORTUNITY TO DINE WHILE GOING UP AND DOWN LAKE AUSTIN. THE NAME OF THE SHIP WILL BE "Lorelei", AFTER THE MOUNTAIN AND LEGEND, ON THE RHINE RIVER, CLOSE TO KOBLENZ, SISTER CITY OF AUSTIN. I AM A NATIVE OF THE RHINELAND.

I WILL MAKE SOME TRANSPORTATION AVAILABLE TO BRING PASSENGERS TO THE BOAT, TO AVOID PARKING PROBLEMS.

IN ESSENCE, WALSH LANDING WOULD BE USED ONLY TO ALLOW PASSENGERS TO EMBARK OR DISEMBARK.

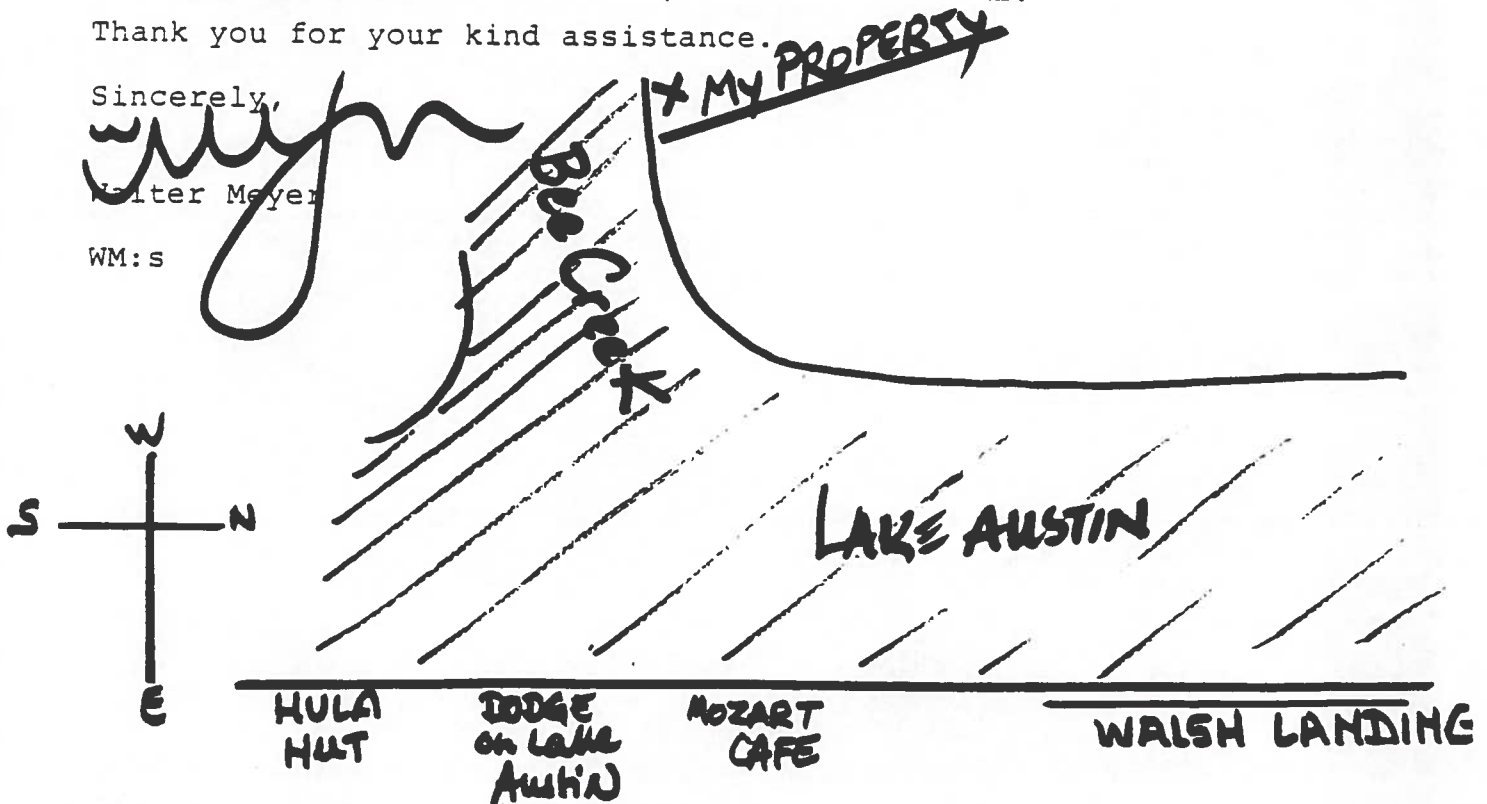
IF MORE DETAILS ARE NECESSARY, PLEASE NOTIFY ME.

Thank you for your kind assistance.

Sincerely,

Walter Meyer

WM:s





E

Post-It® Fax Note 7671		Date 4/24/95	# of pages 2
To Dolores Pasada		From Amalia Gys	
Co./Dept. Planning & Dev.		Co. Parks Board	
Phone # 499-6760		Phone # 927-2746	
Fax # 472-2174		Fax # 927-2749	

4/3/95 Program Sub-Committee Meeting

1. Spring Break Camps - 95 participants
- 2 sites: DAC & ANC

2. Summer Camp Sites - 15 sites

3. Summer Food Sites - 33 sites

- EAC - 8 sites
- ATSD - 10 sites
- PARO - 7 sites
- AHA - 5 sites
- CTHA - 1 site
- others - 2 sites

4. Aquatics Update

Ellis & Associates Classes

- Fuel Classes
- Review Classes
- Challenge Classes
- Instructor classes for city employees

201 - enrolled

168 - attended

157 - passed COA & EIA screening

156 - passed for classes

76 - have actually turned in improvement applications that are pending



EDUCARE TRAINING INSTITUTE

Center for Initiatives in Education
School of Education
Southwest Texas State University
(512) 245-2438

(2)

W/M - 45

B/F - 1

W/F - 38

H/M - 6

B/M - 2

H/H - 4

Pool schedules now available
thru Aquatics

4/24/95 Program Sub-Committee Meeting

1. 26-Playground sites

(a) closed sites

Norman - principals request (const)
Worldwide principals request
Lott - low attendance (4-scholarship)
Comal - low attendance w/children
open to Pan Am

(b) open sites

Kealey - children from Lott
Dick Nichols 1/2 day
Martin / Fiesta Garden 3/4 day

NW - 2 sites

N - 1

NE - 3 sites

S - 4

SW - 2 sites

E - 6

SE - 4 sites

W - 4

1

The YMCA of The University of Texas

To: Michael J. Heitz, Director, Parks and Recreation Dept.
From: Stacy L. Suits, Chair, The YMCA of The University of Texas
Date: May 2, 1995
Subject: Draft of Proposed Special Events Policy Dated Feb. 3, 1995

Our Board of Directors opposes the proposed policy to ban events larger than 500 in attendance with amplified sound in Pease Park. As sponsors of Eeyore's Birthday Party, we have no problems with any of the other Special Events Policies proposed.

The introduction to the Feb. 3rd draft states that a staff cross-functional team had been meeting weekly since July of 1994. Further that "From the outset, the team's schedule included participation in development of the special events policy for all park land by outside customer groups, including sponsoring organizations, neighborhood organizations, event promoters, and event attendees." We were not aware of any proposed policy changes until mid Jan. of 1995. At that time a negative staff recommendation had been decided on and was being written for release and after the fact comments. Also the organizers of the Clarksville Jazz Festival were not aware of the on going policy development process occurring since mid summer.

Our Board proposes that the issue of Special Events in Pease Park be separated from the rest of the proposed policy changes and recommendations. This will allow, otherwise good proposals to move forward to the Park's Board and the City Council for approval. Further we propose that the Pease Park issue be delayed until after the June 1995 Clarksville Jazz Festival. This will allow full study and input by both those impacted and park users.

Our counter proposal is this: That all special events currently held in Pease Park on an annual basis for more than three consecutive years be "Grandfathered" and allow to continue to use the park. Since any proposal decided on will have budget impacts, this issue should be decided during the budget process in late Aug. or early September.

Any public hearings on this issue by the Parks Board and the City Council should be held at the Council Chambers with two weeks notice and scheduled for after 5 PM but before 7 PM. This will allow for maximum public input on this subject.

Thank in advance for your consideration of our proposals.

cc: Mayor and Council Members
Oscar Rodriguez, Asst. City Manager
Phil Friday, Parks Board Chair

MAY - 2 1995

Handwritten signature